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| Title: | Manual POC Test Result Entry in Epic for the Outpatient Setting | | |
| Department/Service Line: | Laboratory | | |
| Approver(s): | CLIA Director | | |
| Location/Region/Division: | Baylor Scott & White Health | | |
| Document Number: | BSWH.LAB.POC.003.R\_V2 | | |
| Last Review/Revision Date: | See Signatures | Origination Date: | 5/2019 |

# sCOPE

This document applies to personnel manually resulting POC test results into the HIS in the Outpatient setting within Baylor Scott & White Health.

# DEFINITIONS

*When used in this document with initial capital letter(s), the following word(s)/phrase(s) have the meaning(s) set forth below unless a different meaning is required by context. Additional defined terms may be found in the BSWH P&P Definitions document.*

**HIS** – Hospital Information System

**POC** – Point of Care

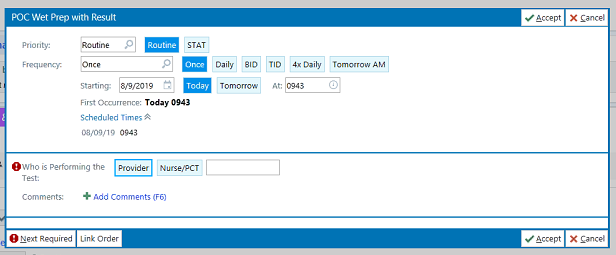
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| method/Utility |
| The purpose of this procedure is to describe the proper process for manually resulting POC tests within Epic in the outpatient setting. |

# PROCEDURE

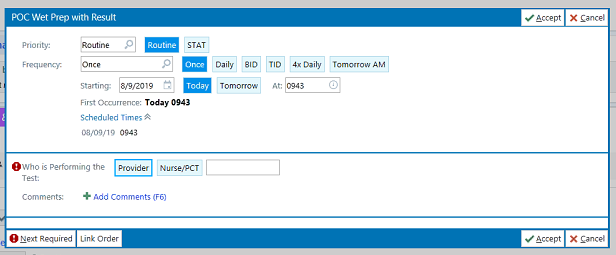
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**Provider Performed Point of Care Test**

1. Order the appropriate POC test in Epic.
2. Enter correct collection date and time by updating the info in the red box below.



1. Document who performed the test by selecting Provider.



1. If applicable to the test, select “Valid” for Control. (Contact Laboratory if internal QC failed. Do not result test.)
2. Choose appropriate source and test result(s). Enter Lot Number and Expiration Date as applicable.

Graphical user interface, text, application

Description automatically generated

1. Select “Ordering Provider” to indicate Performed by.

Graphical user interface, text, application, email

Description automatically generated

1. Answer Yes, to Provider Performed Test.

Graphical user interface, text, application, email

Description automatically generated

1. Choose Accept to complete the test/order.

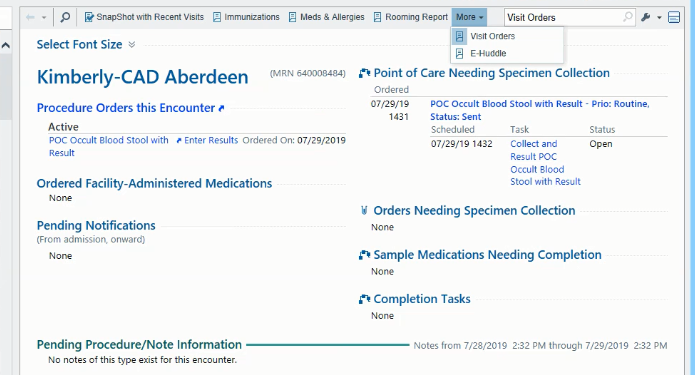
Graphical user interface, text, application, email

Description automatically generated

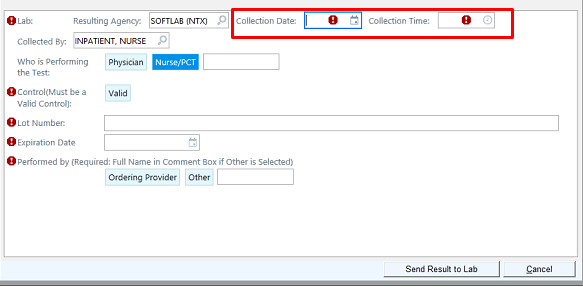
1. The order can now be signed by selecting Sign Orders. In the Outpatient setting, a diagnosis is required.
2. Results will file in Epic under the Labs tab in Chart Review.

**Nurse/PCT Performed Point of Care Test**

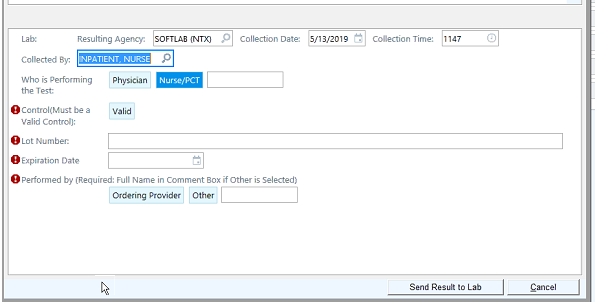
1. Access the Visit Order tab inside the patient Work List.
2. Select the appropriate task.



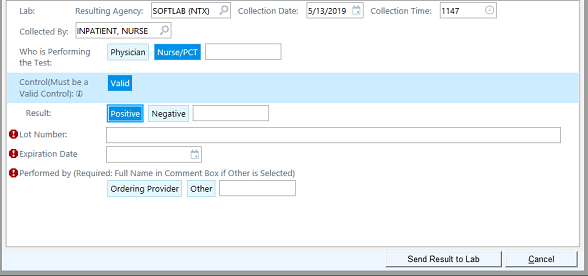
1. Enter collection date and time.



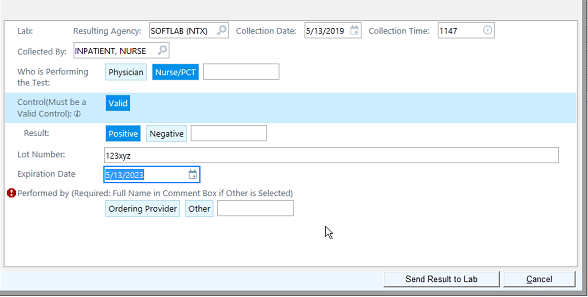
1. Collected By will default to current user. This can be edited if needed.
2. Who is Performing the Test will default to Nurse/PCT.
3. If applicable to the test, select “Valid” for Control. (Contact Laboratory if internal QC failed. Do not result test.)



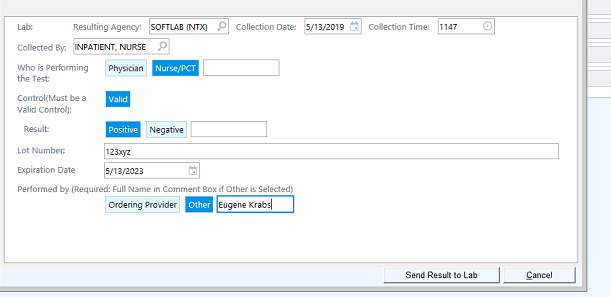
1. Choose appropriate test result(s).



1. Enter Lot Number and Expiration Date.



1. For Performed By, Choose Other. First and last name are required.



1. Select Send Result to Lab to complete resulting.
2. Results will file in Epic under the Labs tab in Chart Review.

# ATTACHMENTS

None.

# RELATED DOCUMENTS

[Manual POC Test Result Entry in Epic for the Inpatient Setting (BSWH.LAB.POC.002.R)](https://bswlabs.policymedical.net/policymed/anonymous/docViewer?stoken=65ac53bf-b30b-4644-9f59-a8838ddeaf51&dtoken=8d9a5919-6ede-475d-9866-5b383bf38849)

[Correcting a Manually Reported POC Test Resulted in Epic (BSWH.LAB.LIS.SOF.0101.R)](https://bswlabs.policymedical.net/policymed/anonymous/docViewer?stoken=65ac53bf-b30b-4644-9f59-a8838ddeaf51&dtoken=59828f9f-bfdc-45c5-80fe-ccc951c24483)

[POC Quality Management Policy (BSWH.LAB.POC.001.P)](https://bswlabs.policymedical.net/policymed/anonymous/docViewer?stoken=65ac53bf-b30b-4644-9f59-a8838ddeaf51&dtoken=565bf555-8f52-4614-9e08-7a7f55d4979c)

[Provider Performed Testing Program (BSWH.LAB.PPT.001.P)](https://bswlabs.policymedical.net/policymed/anonymous/docViewer?stoken=65ac53bf-b30b-4644-9f59-a8838ddeaf51&dtoken=ff88ec69-b756-439d-84ea-e732b827b772)

# REFERENCES

None.

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| Revision History |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Version #** | **Effective Date** | **Description of Change** | **Revised By** | **Removed Date** | | 2 | See Signatures | Updated for reporting of Source. | R. Steward | NA | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
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